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JKL SSW
ABC SSW
SSW SSW

4 October 1960

MEMORANDUM FOR: The Record

SUBJECT : Orientation Program for DD/P Personnel

1. The second in a series of Orientation meetings for DD/P was held on Room 1402 I Building on the above date, starting at 0900 hrs. [] conducted the program and invited me to comment whenever there was application in any of the discussions to the Agency-wide program.

25X1A

2. OS/Physical Security Division furnished us with a guard to check badges of persons entering Room 1402 I Building in view of the fact that individuals are in these buildings that do not have the Agency-type badge.

3. Extracts from [] were furnished personnel entering so that they would be familiar with the format and instructions relative to the submitting of ideas under the CS [] Program. [] also read Mr. Bissell's memo to the Division and Staff chiefs urging them to get behind the program.

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4. Most individuals indicated that they had heard very little about the program. They seemed to very much appreciate the Orientation. Typical questions asked were:

Q. Why was this special program necessary?

A. [] explained that many DD/P people felt that if they submitted a suggestion through the regular channels, and this assumption was based upon a survey they made about a year ago, that the idea would be seen all over the Agency. Most employees wanted to be sure that their idea was not passed beyond the DD/P, especially if it had operational implications. I also added the comment that an individual in one particular branch hesitated in the past about submitting an idea that had application to another area. This program gave the individual a chance to have the idea properly considered.

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Q. How would we arrive at an award when many cases were difficult to place a value upon?

A. I explained how we apply the intangible benefits chart, and pointed out that the majority of awards in Government are based upon the intangible scale.

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Approved For Release 2003/04/17 : CIA-RDP78-04072R000100030027-0
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Q. How detailed should a person be when they write up their suggestion?

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A. [] pointed out that the original presentation would be in sufficient detail so that his staff could at least get a reading upon the possible potential value of it. Then, if further detail is necessary the suggester would be asked to provide it.

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5. [] said that they were highly encouraged with the progress of the program thus far; that one division, FE, has appointed one person for his control office to work with in order to obtain evaluations on the suggestions. He admitted that publicity would be a problem, but he is planning to turn out progress reports from time to time to the offices that had participated in the activity. I suggested that at the appropriate time he ask Mr. Bissell to make a brief progress announcement at Staff meetings; and [] said he was sure that he could count on Mr. Bissell's support in this regard.

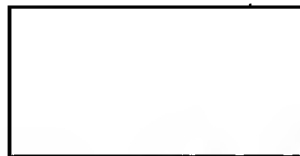
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6. Both movies were shown to the audience, starting at 1030 hrs. A total of twenty-five people was the maximum that came to the orientation at any one time. At 1000 hrs., only ten people were in attendance, but then the crowd began to increase. [] stated that he hoped to hold similar orientations in the future, and many of the people were asking about this. Apparently they wanted to pass the word on to their associates. [] said he would let us know when he was to conduct another orientation.

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Suggestion [] Cards Officer

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MgtS/SAS, [] sk:10-7-60

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